

**TWENTY-SECOND JUDICIAL CIRCUIT OF MISSOURI
FAMILY COURT – JUVENILE DIVISION**

May 29, 2006

JOB OPENING

TITLE:

SECRETARY I

Reference #: CANPACT-SEC1-0

QUALIFICATIONS:

Must possess a high school diploma or its equivalent, preferably supplemented with some college or professional clerical/secretarial experience desired. Must be knowledgeable in using Microsoft word, excel and PowerPoint. Typing skills of approximately 55 words per minute required. Must become a Missouri resident within six months of employment. Mandatory child/abuse neglect and police record check. Drug screen and physical required upon job offer.

DUTIES:

Perform work consistent with executive secretary type of position, such as carrying out confidential clerical and administrative procedures. Word Processing, filing, receptionist duties. Prepare a high volume of court documents on a daily basis.

STARTING SALARY:

\$22,957

SALARY RANGE:

\$22, 957.00 – \$34,724.00

CLOSING DATE:

For full consideration please submit resume by June 9, 2006, however resumes will be accepted until the position is filled.

SEND RESUME AND ACADEMIC TRANSCRIPT WITH COVER LETTER

COVER LETTER:

Cover letter must include applicant's daytime phone number along with expression of interest in this position as well as a description of educational and experience qualifications that make him/her a good fit for this position.

SEND TO:

Secretary I
Reference #: CANPAC-SEC1-0
St. Louis City Family Court – Juvenile Division
920 North Vandeventer
St. Louis, MO 63108

EOE